Date: 31 July 1984

TO: DCI Admin. Staff

FROM: [   ]

SUBJECT: Update on Floater Needs

REMARKS:

I mentioned earlier this month to [   ] that the floaters' help would not be necessary full-time during DCI's leave but on an as-needed basis. I know now of two times when I will need help:

Monday, 13 August

OOB - @Noon

Friday, 17 August

1:00 - COB (4:30)

Thank you. It might be well for Betty/Barbara to see me on Friday, 10 August, to learn office routine.

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